

April 21, 2010

The City of Richmond is soliciting statements of qualifications from qualified engineering firms. The proposed design work will include:

- Serve as project development management to ensure access to time-sensitive fund availability;
- Provide design specifications and drawings based on existing preliminary engineering and project approvals as necessary for a Safe Routes To School walkway adjacent to a principal arterial and a minor arterial, to include ADA-compliant crossings;
- Develop and oversee bid specifications and bidding process per MoDOT standards for SRTS-funded projects.
- Develop documents to obtain construction permits from MoDOT as required.
- Provide construction observation and reporting on project.
- Assist the City with preparation and submittal of all project reports per MoDOT standards for SRTS-funded projects.

**Project Description:**

Safe Routes To School funded walkway principally within existing MoDOT ROW adjacent to MO13 and South St. within the corporate limits of the City of Richmond.

**Scope of Services:**

Actual scope of services to be negotiated; possibly including but not limited to the following:

**Engineering Phase:**

- Develop a full project timeline which is sufficient to successfully access available SRTS funding prior to deadline.
- Submit four copies of preliminary plans, estimates and studies for review by the City and Missouri Department of Transportation (MoDOT);
- Prepare detailed construction plans, cost estimates, specifications and related documents as necessary for the purpose of soliciting bids for constructing the project.
- Ensure compliance with water quality requirements by coordinating with the Missouri Department of Natural Resources and the U.S. Army Corps of Engineers and also insure compliance with the requirements of the Federal Emergency Management Agency (FEMA)

- Ensure compliance with historic preservation requirements through coordination with the Missouri Department of Natural Resources, and if deemed necessary, arrange to have the site examined by a qualified archaeologist on a subcontract basis
- Ensure compliance with all regulations in regards to noise abatement and air quality, if necessary
- Provide the City with five sets of completed plans, specifications and/cost estimates for the purpose of obtaining construction authorization from the Missouri Department of Transportation.

#### **Project Bidding Phase:**

- Upon receipt of construction authorization from MoDOT, make final corrections resulting from reviews by agencies involved, and provide an adequate number of plans, specifications, and bid documents to the City
- Provide the City with a list of qualified area bidders and assist City in advertising for bids
- Assist the City in evaluating bids and requesting concurrence in award from MoDOT

#### **Construction Engineering:**

The Engineer will serve as the City's representative for administering the terms of the construction contract between City and their Contractor. Engineer will endeavor to protect the City against defects and deficiencies in workmanship and materials in work by the Contractor. However, the furnishing of such project representation will not make Engineer responsible for the construction methods and procedures used by the Contractor or for the Contractor's failure to perform work in accordance with the contract documents. Engineer's services will include more specifically as follows:

- Assist the City with a preconstruction conference to discuss project details with the Contractor.
- Make periodic site visits to observe the Contractor's progress and quality of work, and to determine if the work conforms to the contract documents. It is contemplated that survey staking and layout will be required. The Engineer will accompany MoDOT and FHWA representatives on visits of the project site as requested.
- Review schedules submitted by the Contractor.
- Reject work not conforming to the project documents.
- Prepare change orders for issuance by the City as necessary and assure that proper approvals are made prior to work being performed.
- Review wage rates, postings, equal employment opportunity and other related items called for in the contract documents.
- Inspect materials, review material certifications furnished by Contractor, sample materials as required, and/or arrange for laboratory testing of samples by others on a subcontract basis. Independent assurance samples and tests

will be performed by MoDOT personnel and such sampling and testing is excluded from the work to be performed by the Engineer under this contract.

- Maintain progress diary and other project records, measure and document quantities, and prepare monthly estimates for payments due the Contractor.
- Be present during critical construction operations, including but not limited to the following:
  - a. excavation/stabilization/construction in project areas adjacent to occupied structures;
  - b. installation of ADA-compliant grade crossings;
  - c. installation of walkway bedding materials;
  - d. placement of surfacing materials startup and completion;
  - e. placement of signage.

Proposals should include a statement of qualifications related to the work identified above, individual experience of the staff to be assigned, examples of successful compliance to stringent deadlines, firm's experience with municipal public works projects, the Safe Routes To School program, the requirements of the Federal Highway Administration, Americans with Disabilities Act, and the Missouri Department of Transportation Local Public Agency Process.

Proposals are due not later than 2:00 pm local time on May 13, 2010. Seven copies of the proposal must be submitted to:

City Clerk  
205 Summit St.  
Richmond, MO 64085

Facsimile and electronic submissions will not be accepted for qualifications.

For additional information contact Rick Childers, City Administrator, at 816-776-5304.

Sincerely,

Rick Childers  
City Administrator